



Course booking form

HOW TO BOOK

Please be sure to fill in ALL sections of the booking form and submit it in one of the following ways

- FAX the completed booking form to +44 (0) 1732 361 646
- EMAIL the completed scanned form to jodie.deadman@jee.co.uk
- MAIL the completed booking form to: Jee Limited, Hildenbrook House, The Slade, Tonbridge, Kent TN9 1HR, UK

PRICES

For our current prices please visit the training section of our website www.jee.co.uk

COMPANY DETAILS

Company: _____
 Address: _____
 County/State: _____
 Country: _____ Post/Zip code: _____
 Tel: _____ Fax: _____
 Contact name: *(If different from delegate)* _____

TRAINING DETAILS

Training manager's name: _____
 Tel: _____ Email address: _____

DELEGATE DETAILS

Course: _____ Location: _____ Dates: _____

Delegate 1

Title: _____ First name: _____ Last name: _____ Job title: _____
 Email address: _____ Tel: _____

Delegate 2

Title: _____ First name: _____ Last name: _____ Job title: _____
 Email address: _____ Tel: _____

How did you hear about Jee courses? _____

PAYMENT DETAILS

Please invoice my company

Please debit £/US\$ _____ from my Visa/MasterCard/Maestro/Solo/Switch/Amex

Card no: _____ / _____ / _____ / _____ / _____

Valid from: ____ / ____ Expiry date: ____ / ____ Issue no : ____ Security code: ____
(Switch only) *(on reverse of card)*

Name: _____ Cardholder's signature: _____

Accounts department contact name: _____ Tel: _____

By submitting this booking form you are agreeing to our Terms & Conditions. Please see overleaf for more details.



BOOKING CONDITIONS

- The booking form constitutes a legally binding contract.
- Jee Limited will hold your data on computer and comply with the terms of the Data Protection Act.
- We reserve the right to make changes if necessary.
- In the unlikely event that we have to cancel the course, we will refund you in full, but will disclaim any further liability.

PLEASE NOTE: Fees do not include accommodation or travelling costs.

TERMS & CONDITIONS

Please read the following terms and conditions carefully;

Payment

- **Bookings made 3 weeks or more before the course start date;**
Payment is due immediately by credit/debit card, BACS, or cheque. Please see your invoice for details. Should payment not be received immediately and there are less than 3 weeks before the course start date then Jee can only accept payment by credit/debit card.
- **Bookings made less than 3 weeks before a course start date;**
Payment is due immediately and can only be made by credit/debit card, and will incur an additional £200 or \$400 late booking fee.

Cancellation and Transfers

- Cancellations and Transfers must be received in writing.
- Cancellations and Transfers made up to 3 weeks before the course start date will incur a £200 or \$400 administration charge. A refund of the balance will be made if not transferring.
- If you wish to transfer less than 3 weeks before the course start date a transfer fee of £400 or \$800 is payable. (£200 or \$400 for a 1 day course).
- There is no refund for Cancellations made less than 3 weeks before a course start date and the full invoice remains payable. Please note that Jee retains the services of the '**Credit Protection Agency**' who will pursue the payment of all overdue debt.

Substitutions

- There is no charge to substitute another person to attend the course.